

***Financial Management System
FFEL Lender Reporting System***

Pay.gov Funds Remittance Guide

September 8, 2011

Version – 3.4

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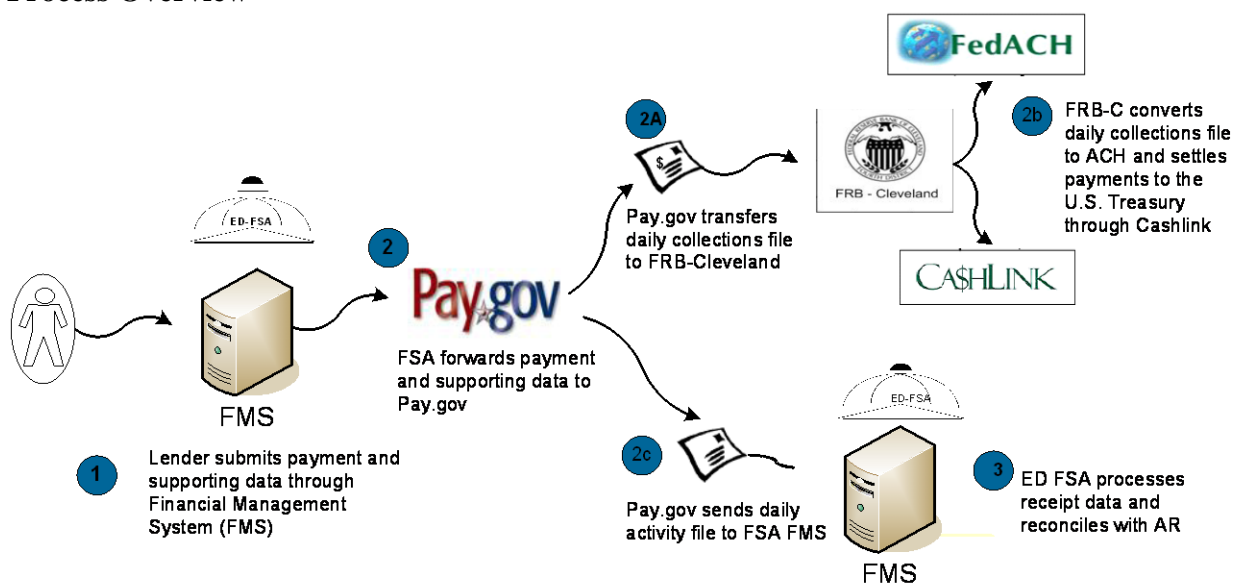
Introduction

The purpose of this document is to provide an overview of the Pay.gov ACH Funds Remittance process for Lenders participating in the Federal Family Education Loan Program (FFEL). This process facilitates the collection of the following fees:

- Quarterly FFEL Lenders' Interest & Special Allowance (LaRS) Fee
- Monthly FFEL Consolidation Loan Rebate Fee (CLRF)

ACH Funds Remittance

Process Overview



Pre-Requisites

All users must be active in the ED FSA Financial Management System (FMS) and have the “FSA LARS Lender/Service Payment Submission” responsibility. The FSA/FMS Security access forms are available under the LaRS section at: <http://www.fp.ed.gov/fms.html>.

Users with additional questions should contact the FMS Help Desk at 1-800-433-7327, option 3.

Forms Overview

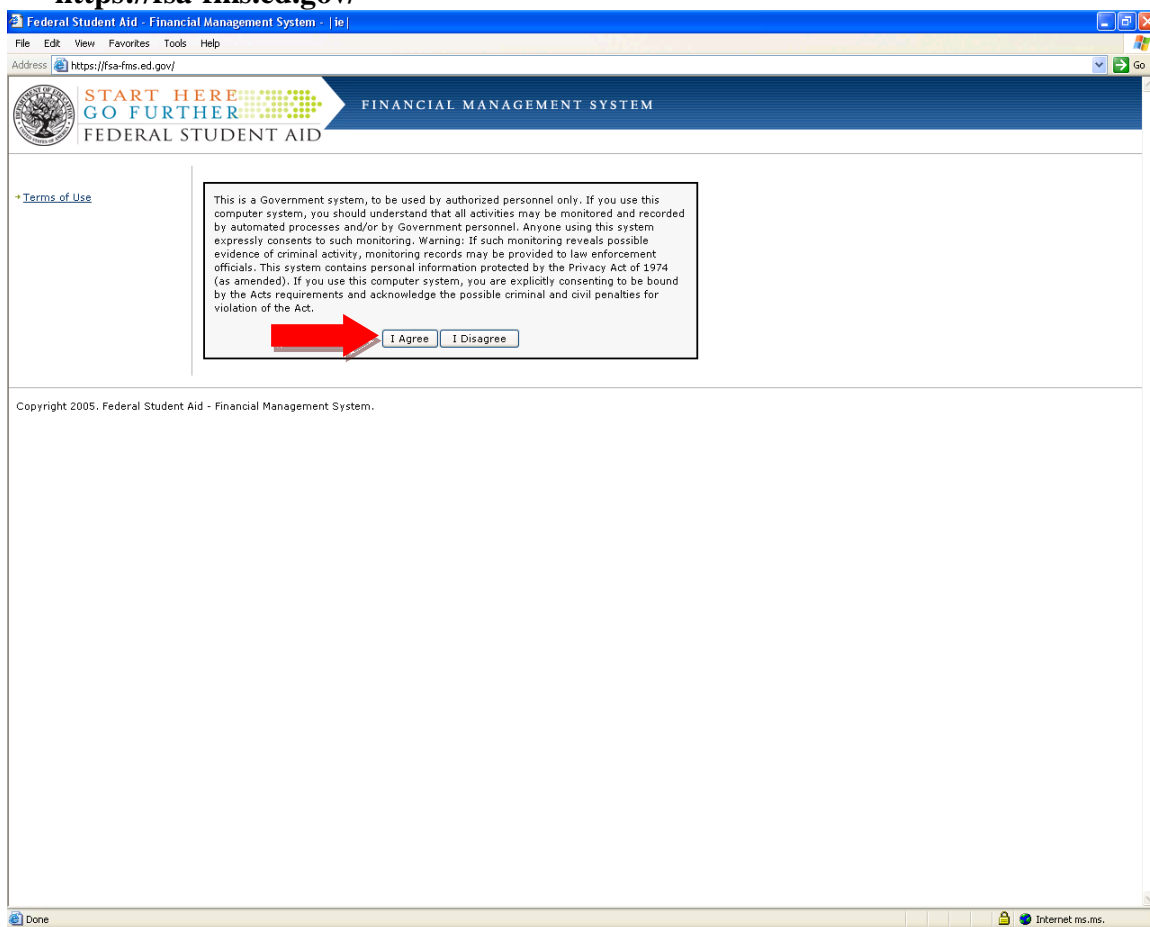
FFEL Lenders' Interest & Special Allowance (LaRS) Remittance Form Overview

FSA will send email messages to Lenders when a payment is due to the Department of Education as a result of LaRS processing, identifying the amount due, and taking into account AR/AP netting. Lender representatives will log into FMS and select the FSA LARS Lender/Service Payment Submission responsibility to access the FFEL Lenders' Interest & Special Allowance (LaRS) Remittance Form.

Login Process

Open an Internet session, and navigate to the “FSA-FMS Oracle Application Links” page:

<https://fsa-fms.ed.gov/>



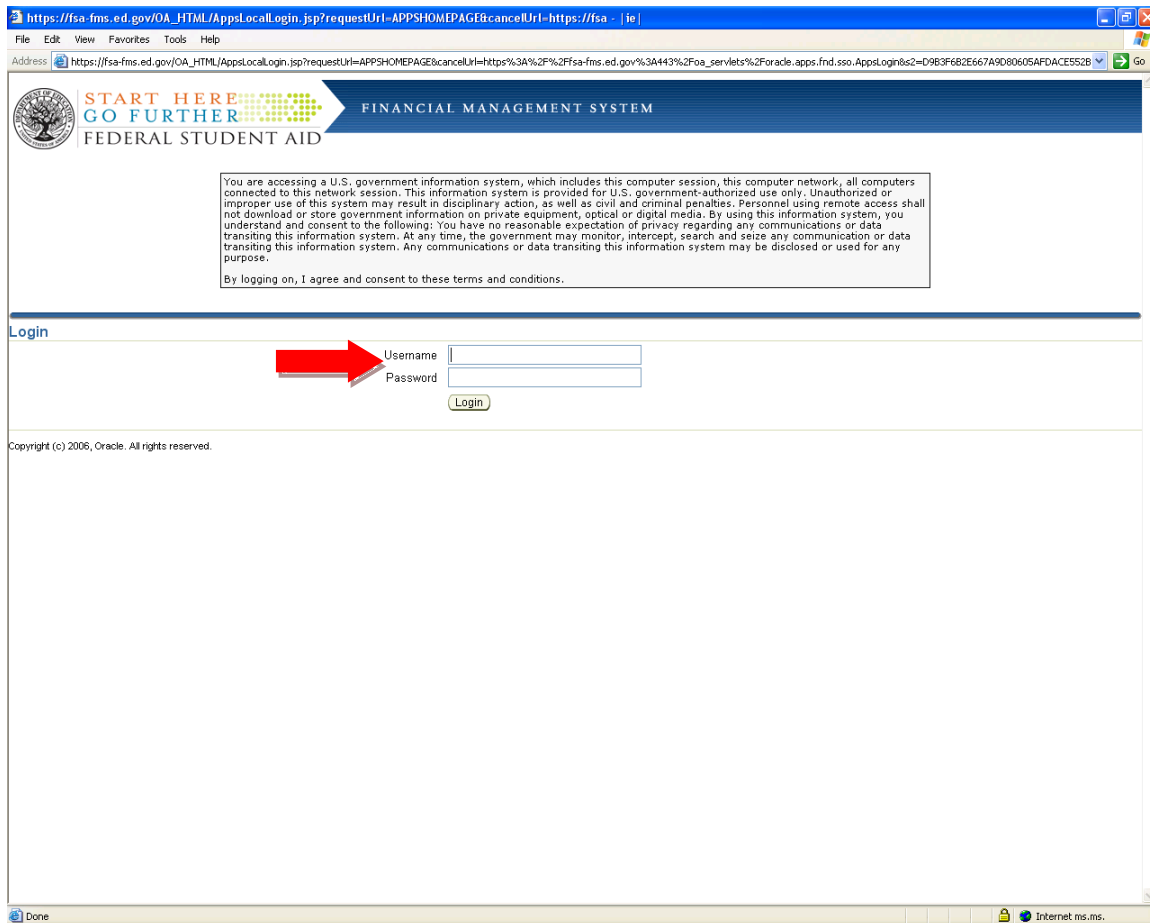
Click “I Agree”

If your connectivity is fine and you have accessed LaRS before, but you cannot access the LaRS website now: Please make sure that you have internet connectivity and make sure that you are accessing the LaRS through the following URL: <https://fsa-fms.ed.gov/>.

If you receive the error message: *‘Login failed. Please verify your login information or contact the system administrator’*, you may be entering an incorrect User Name or password. Please try again. If you do not remember your user name or password, call the FMS Help Desk at 1-800-433-7327 Option #3 or email fms.operations@ed.gov so that they can help you.

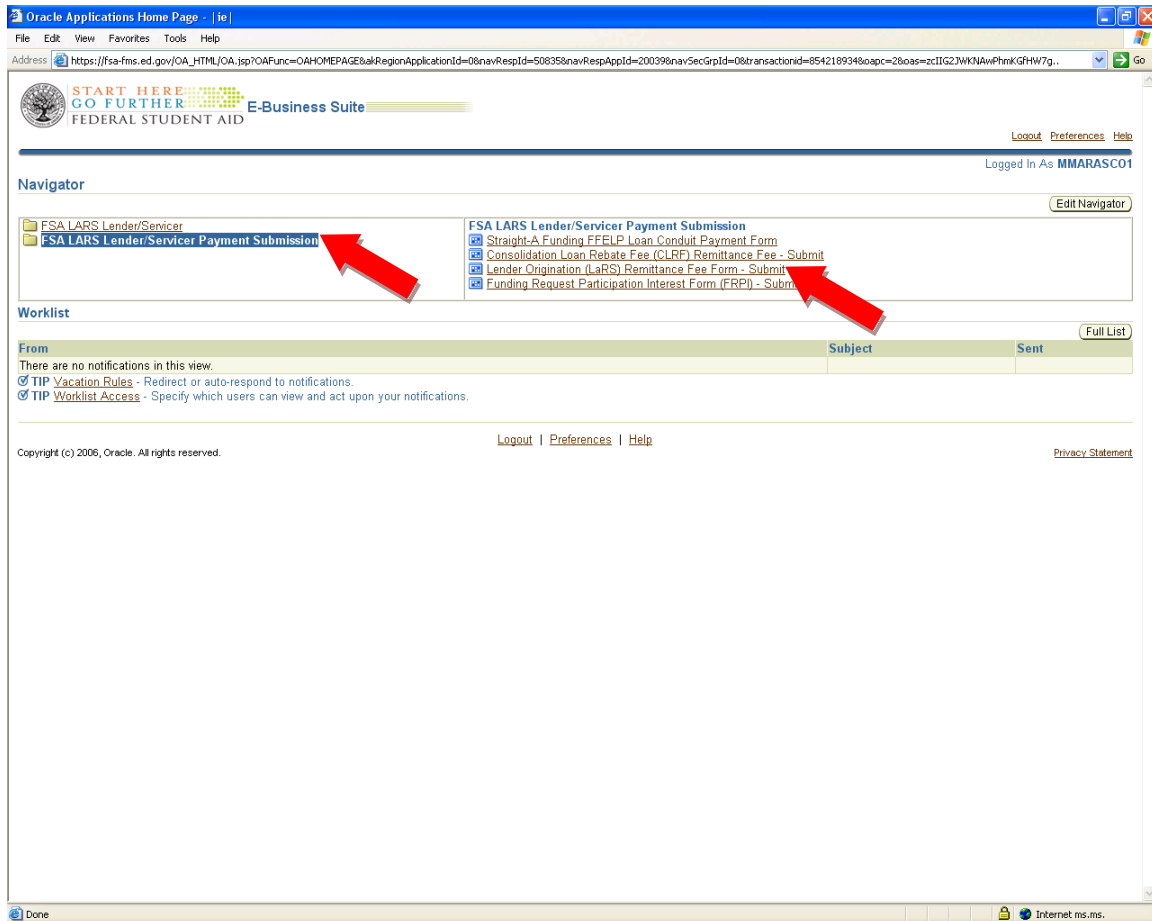
For password resets, you will be required to provide your response to the “Shared Secret” question that was requested on the form.

Login form will open:

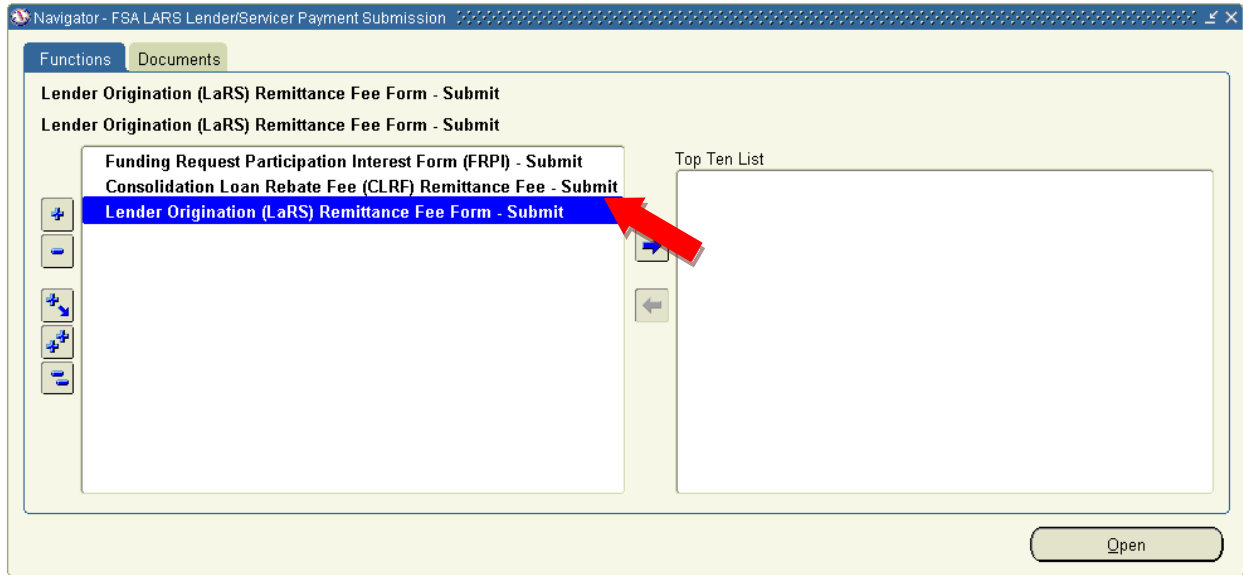
A screenshot of a web browser displaying the login page for the Financial Management System (FMS). The browser's address bar shows the URL: https://fms.ed.gov/OA_HTML/AppsLocalLogin.jsp?requestUrl=APPSHOMEPAGE&cancelUrl=https://fms.ed.gov. The page header includes the text "START HERE GO FURTHER" and "FINANCIAL MANAGEMENT SYSTEM". Below the header, there is a section titled "FEDERAL STUDENT AID" with a disclaimer about U.S. government information system usage. A red arrow points to the "Username" input field. Below the "Username" field is a "Password" field and a "Login" button. The page footer includes the text "Copyright (c) 2006, Oracle. All rights reserved." and "Internet ms.ms."

Enter your **User Name** and **Password**, Click **“Login”**

The **Navigator** page will open allowing the user to select *FSA LARS Lender/Service Payment Submission*:



Select “FSA LARS Lender/Service Payment Submission”



Select “Lender Origination (LaRS) Remittance Fee Form – Submit”, click “Open”.

FFEL Lenders' Interest & Special Allowance (LaRS) Remittance Procedures Cont'd

Oracle Applications - Copy of Production to PAYGOV on 28-JUL-2007

File Edit View Folder Tools Window Help

ORACLE

Lender Origination (LaRS) Remittance Fee Form

Lender Name Payment Status **New**

Confirmation Number

Transaction Date **09-AUG-2007** Settlement Date

Payer Name

Payment Amount

Check Type **Business** Account Type **Checking**

Routing Number

Account Number

Check Number

Error Code

Error Detail

Submit Payment

Record: 1/1 | ... | List of Valu... | <OSC>

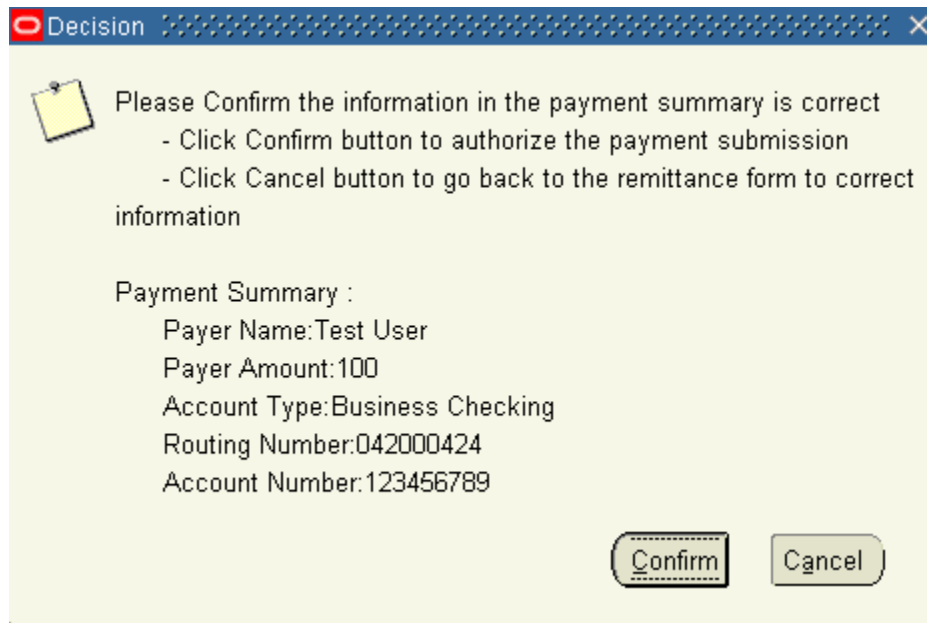
Enter the following fields into the form.

Field Definition

1. **Lender Name:** This field is pre-populated based on user login credentials. If you have multiple Lender Identification Numbers (LIDs) you may select your six-digit LID using the drop-down box.
2. **Payment Status:** This system-populated field tracks the status of each LaRS payment. Values include Submitted, Accepted, Returned, or Retired.
3. **Confirmation Number:** FMS assigns a Confirmation Number to each payment upon submission.
4. **Transaction Date:** This field is populated with the System Date for each new payment.
5. **Settlement Date:** This field will be populated once a payment clears Cashlink and settlement information is provided to FMS by Pay.gov
6. **Payer Name:** Mandatory free entry field. Please include Lender ID.
7. **Payment Amount:** FMS populates this field with the current amount due ED. Users may change the field value so long as it does not exceed the amount owed.
8. **Account Type:** This field is defaulted to Business Checking.
9. **Routing Number:** Mandatory free entry field. Incorrect Routing Number will result in validation failure upon submission.
10. **Account Number:** Mandatory free entry field. Incorrect Account Number will result in return of settlement – Lender will be notified upon retirement of payment. Maximum field size = 24 characters.
11. **Check Number:** Optional free entry field
12. **Error Code and Message:** This field will display the specific failure type if a payment is rejected.
13. **Error Detail:** This field will provide additional error information for rejected payments.

Click “**Submit Payment**” button.

Payment Confirmation Summary window will be displayed:



Read and confirm the Payer Name, Payment Amount, Routing Number and Account Number fields are correct. To return to the remittance form and adjust payment details, click on the “**Cancel**” button. Otherwise, click on “**Confirm**”.

The Payment Confirmation Summary window will close and Remittance form will reopen:

The screenshot shows the Oracle Applications window titled "Oracle Applications - Copy of Production to PAYGOV on 28-JUL-2007". The menu bar includes File, Edit, View, Folder, Tools, Window, and Help. The toolbar contains various icons for file operations and help. The window title bar reads "Lender Origination (LaRS) Remittance Fee Form".

The form contains the following fields and values:

- Lender Name:
- Payment Status: **In-Transit**
- Confirmation Number: **LARS20070809060**
- Transaction Date: **09-AUG-2007**
- Settlement Date:
- Payer Name: **Test User**
- Payment Amount: **100**
- Check Type: **Business**
- Account Type: **Checking**
- Routing Number: **042000424**
- Account Number: *******6789**
- Check Number:
- Error Code:
- Error Detail:

A "Submit Payment" button is located at the bottom right of the form. At the bottom of the window, a status bar shows "Record: 2/?" and "<OSC>".

Note the following:

- Payment Status will change to "In Transit";
- Confirmation Number will be generated; please write this number down for future reference.
- Account Number will be partially masked, showing only the last 4 digits; and
- Submit button will be disabled.

FFEL Lenders' Interest & Special Allowance (LaRS) Query Procedures

Enter into Query mode through the following steps: ***View; Query by Example; Enter or press F11***

The Form will enter query mode:

The screenshot shows the Oracle Applications interface for the 'Lender Origination (LaRS) Remittance Fee Form'. The window title is 'Oracle Applications - Copy of Production to DEVCOM on 12-JUN-2007'. The menu bar includes File, Edit, View, Folder, Tools, Window, and Help. The toolbar contains various icons for file operations and help. The form fields are organized as follows:

- Lender Name**: A text input field.
- Payment Status**: A text input field.
- Confirmation Number**: A text input field.
- Transaction Date**: A date input field.
- Settlement Date**: A date input field.
- Payer Name**: A text input field.
- Payment Amount**: A text input field.
- Account Type**: A text input field.
- Routing Number**: A text input field.
- Account Number**: A text input field.
- Check Number**: A text input field.
- Error Code**: A text input field.
- Error Detail**: A text input field.

A **Submit Payment** button is located at the bottom right of the form. At the bottom of the window, a status bar displays the text: 'Enter a query, press Ctrl+F11 to execute, F4 to cancel.' Below this, a record indicator shows 'Record: 1/1' and a list of values is visible: 'Enter-Qu...', 'List of Valu...', and '<OSC>'.

Enter a Confirmation Number and run query through the following steps: ***View; Query by Example; Run or press 'Ctrl' F11:***

Oracle Applications - Copy of Production to PAYGOV on 28-JUL-2007

File Edit View Folder Tools Window Help

ORACLE

Lender Origination (LaRS) Remittance Fee Form

Lender Name

Payment Status **Completed**

Confirmation Number **LARS20070809060**

Transaction Date **09-AUG-2007** Settlement Date

Payer Name **Test User**

Payment Amount **100**

Check Type **Business** Account Type **Checking**

Routing Number **042000424**

Account Number *******6789**

Check Number

Error Code

Error Detail

FRM-41009: Function key not allowed. Press Ctrl+K for list of valid keys.

Record: 1/1 | | ... | | <OSC>

Payment information and Payment Status will appear.

FFEL Consolidation Loan Rebate Fee (CLRF) Report and Remittance Form Overview

Applicability: This FFEL Consolidation Loan Rebate Fee Report and Remittance Form is used to report to the U.S. Department of Education (ED) the Federal Consolidation Loan Interest Payment Rebate Fee authorized by subsection 428C(f) of the Higher Education Act of 1965, as amended. Help on completing this Consolidation Loan Rebate Fee Report and on correcting or adjusting prior reports can be obtained from FSA by calling the Help Desk at 1-800-433-7327, Option #3. **NOTE:** A lender holding one or more Federal Consolidation Loans at the end of the month must submit a payment for the Consolidation Loan Rebate Fee within 30 days of the end of the month for which the Fee is calculated.

Fee Calculation: The Federal Consolidation Loan Interest Payment Rebate Fee is calculated and paid monthly to ED. It is equal on a monthly basis to 0.0875 percent of the unpaid balance of principal and the accrued unpaid interest on all Federal Consolidation Loans disbursed after October 1, 1993, and held by the lender on the last day of the month. (This is equal to an annualized rate of 1.05 percent.) For loans based on applications received during the period from October 1, 1998 through January 31, 1999, inclusive, the rebate is equal on a monthly basis to .05167 percent of the unpaid balance of principal and the accrued unpaid interest. (This is equal to an annualized rate of 0.62 percent.)

Use the item-by-item instructions in the following pages to complete the Consolidation Loan Rebate Fee Report form online.

From the **Navigator** page:

Oracle Applications Home Page - [ie]

File Edit View Favorites Tools Help

Address https://fsa-fms.ed.gov/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&akRegionApplicationId=0&navRespId=50835&navRespAppId=20039&navSecGrpId=0&transactionId=854218934&apc=2&aoas=zIIIG2JWKNawPhmkGHW7g.. Go

START HERE
GO FURTHER
FEDERAL STUDENT AID E-Business Suite

Logout Preferences Help

Logged In As MMARASCO1

Navigator Edit Navigator

FSA LARS Lender/Service
FSA LARS Lender/Service Payment Submission

FSA LARS Lender/Service Payment Submission

- Straight-A Funding FFELP Loan Conduit Payment Form
- Consolidation Loan Rebate Fee (CLRF) Remittance Fee - Submit
- Lender Origination (LaRS) Remittance Fee Form - Submit
- Funding Request Participation Interest Form (FRPI) - Submit

Worklist Full List

From	Subject	Sent
There are no notifications in this view.		
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.		
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.		

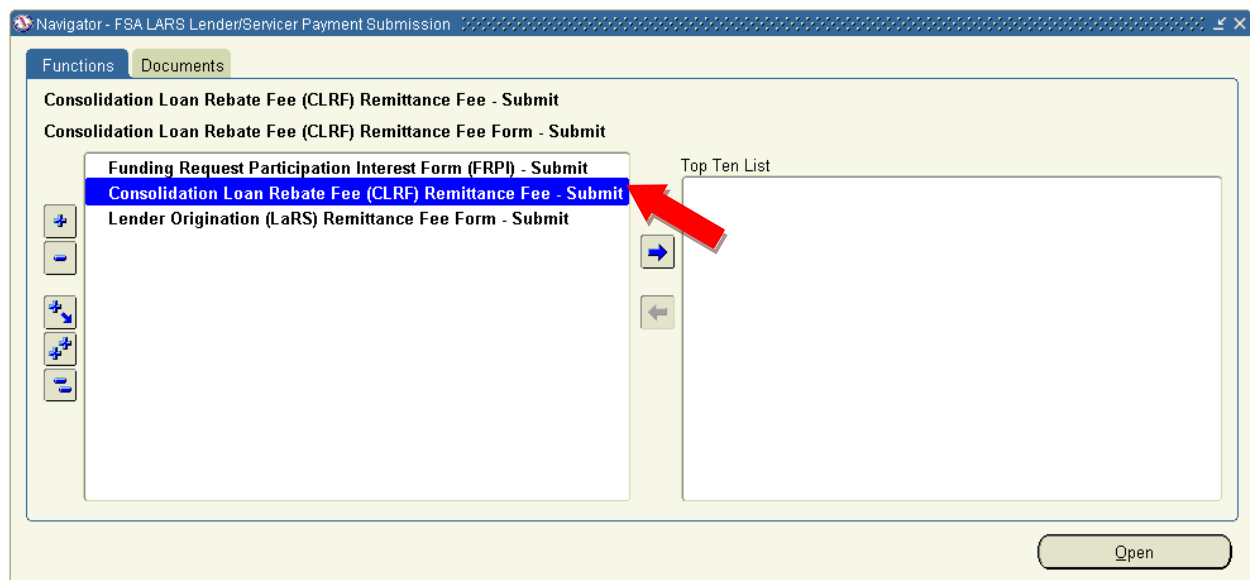
Copyright (c) 2006, Oracle. All rights reserved.

Logout | Preferences | Help

Privacy Statement

Done

Internet ms.ms.



Select “Consolidation Loan Rebate Fee (CLRF) Remittance Fee – Submit”, click “Open”.

Consolidation Loan Rebate Fee (CLRF) Remittance Payment Procedures

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File Edit View Folder Tools Window Help

Consolidation Loan Rebate Fee (CLRF) Remittance Fee Form

Lender Name Payment Status **New**

Servicer Name Confirmation Number

Reporting Month **01** MM/ YYYY

Consolidation Loans Subject to the 1.05% fee; applicable rate: 0.000875

No. of Loans

End-of-Month Principal Balance

EOM Accrued Unpaid Interest Balance

Consolidation Loans Subject to the 0.62% fee; applicable rate: 0.0005167

No. of Loans

End-of-Month Principal Balance

EOM Accrued Unpaid Interest Balance

Total Consolidation Loan Rebate Fee

Transaction Date **09-AUG-2007** Settlement Date

Payer Name

Payment Amount

Check Type **Business** Account Type **Checking**

Routing Number

Account Number

Check Number

Error Code

Error Detail

Record: 1/1 | ... | List of Valu... | <OSC>

Enter the following fields into the form:

Field Definition

1. **Lender Name:** This field is pre-populated based on user login credentials. If you have multiple Lender Identification Numbers (LIDs) you may select your six-digit LID using the drop-down box.
2. **Servicer ID:** This field is pre-populated based on user login credentials. If you have multiple Servicer Identification Numbers (SIDs) you may select your six-digit SID using the drop-down box.
3. **Payment Status:** This system-populated field tracks the status of each CLRF payment. Values include Submitted, Accepted, Returned, or Retired.
4. **Confirmation Number:** FMS assigns a Confirmation Number to each payment upon submission.
5. **Reporting Period:** Use the drop-down box to enter the date of the last day of the month of the reporting period for which this Consolidation Loan Rebate Fee Report is being submitted. For the

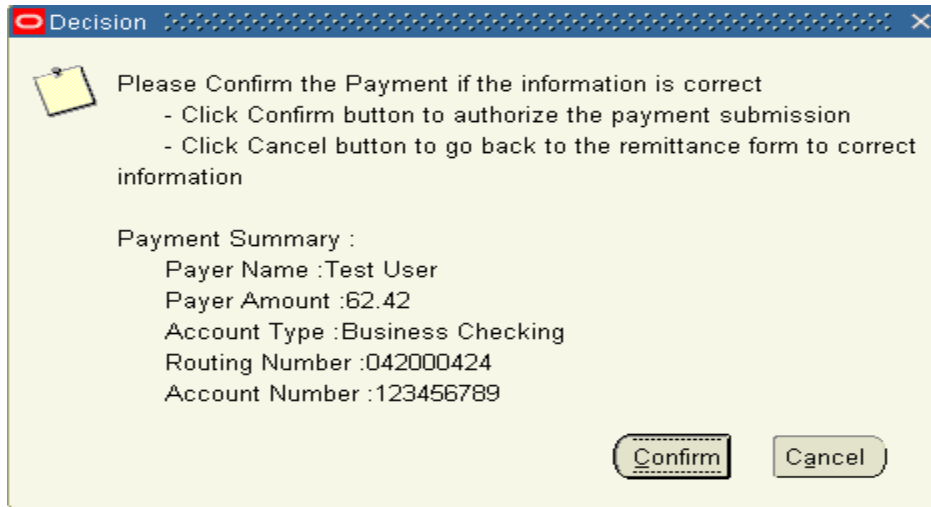
purpose of the Consolidation Loan Rebate Fee Report, a month is always a calendar month, starting on the first of the month and ending on the last day (the 30th or 31st, except for February). A calendar month reporting cycle must be used for the Consolidation Loan Rebate Fee Report even if you use a different reporting cycle (e.g. from the 26th day of one month to the 25th day of the following month) for internal or other reporting purposes.

6. **Applicable rate for Consolidation Loans Subject to the 1.05% fee:** This value has been pre-filled.
7. **Number of Loans:** Enter the number of loans subject to the 1.05% fee used to calculate the Consolidation Loan Rebate Fee. To determine this number, review all Federal Consolidation Loans held by you at the end of the month and identify the loans that were disbursed on or after October 1, 1993, *except for loans based on applications received during the period from October 1, 1998 through January 31, 1999, inclusive which are subject to the 0.62% fee.* Include a loan even if you were not the originating lender but purchased it at a later date. Include all loans eligible for insurance, even if an insurance claim has been filed, but not paid, as of close of business on the last day of the month.
8. **End-of-Month Principal Balance:** Enter the Principal Balance used to determine the Consolidation Loan Rebate Fee. For all Federal Consolidation Loans meeting the requirements in item 7, Number of Loans, determine the unpaid principal balance at the end of the day on the last day of the month. Payments received from borrowers on the last day of the month should be credited prior to determining the unpaid principal balance. Add the unpaid principal balances for all loans to determine the End-of-Month Principal Balance. You may round this total to the nearest dollar if desired.
9. **End-of-Month Accrued Unpaid Interest Balance:** Enter the End-of-Month Accrued Unpaid Interest Balance used to determine the Consolidation Loan Rebate Fee. For each loan for which an End-of-Month Principal Balance (see item 8) was determined, determine its accrued unpaid interest balance at the end of the day on the last day of the month. Payments received from borrowers or ED on the last day of the month should be credited prior to determining the accrued unpaid interest balance. Add the accrued unpaid interest balances for all loans to determine the End-of-Month Accrued Unpaid Interest Balance. You may round this total to the nearest dollar if desired.
10. **(through 13):** Repeat the instructions for Items 7 through 9, as they apply to Consolidation loans based on applications received during the period from October 1, 1998 through January 31, 1999, inclusive, which are subject to the 0.62% fee.)
14. **Total Consolidation Loan Rebate Fee:** The system will use the information entered above to determine the amount of the Fee for the month. The system adds the End-of-Month Principal Balance (see item 8) to the End-of-Month Accrued Interest Balance (see item 9), and Multiplies this sum by 0.0875 percent (that is, .0008750). It then adds the End-of-Month Principal Balance (see item 12) to the and-of-Month Accrued Interest Balance (see item 13) and then multiplies this figure by .05167 percent (that is, .0005167). Please note that lenders/servicers may not manually change this system-calculated sum, nor may lenders/servicers pay less than the entire amount.
15. **Transaction Date:** This field is populated with the System Date for each new payment.
16. **Settlement Date:** This field will be populated once a payment clears Cashlink and settlement information is provided to FMS by Pay.gov
17. **Payer Name:** Mandatory free entry field. Please include Lender ID.
18. **Payment Amount:** FMS populates this field with the current amount of Interest and Special Allowance funds owed. Users may change the field value so long as it does not exceed the amount owed.
19. **Account Type:** This field is defaulted to Business Checking.
20. **Routing Number:** Mandatory free entry field. Incorrect Routing Number will result in validation failure upon submission.
21. **Account Number:** Mandatory free entry field. Incorrect Account Number will result in return of settlement – Lender will be notified upon retirement of payment. Max field size = 24 characters.

22. **Check Number:** Optional free entry field
23. **Error Code and Message:** This field will display the specific failure type if a payment is rejected.
24. **Error Detail:** This field will provide additional error information for rejected payments.

Click “**Submit Payment**” button.

Payment Confirmation Summary window will be displayed:



Read and confirm the Payer Name, Payment Amount, Routing Number and Account Number fields are correct. To return to the remittance form and adjust payment details, click on the “**Cancel**” button. Otherwise, click on “**Confirm**”.

The Payment Confirmation Summary window will close and Remittance form will reopen:

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File Edit View Folder Tools Window Help

Consolidation Loan Rebate Fee (CLRF) Remittance Fee Form

Lender Name Payment Status **In-Transit**
 Servicer Name Confirmation Number **CLRF20070809061**
 Reporting Month **07** MM/ **2007** YYYY

Consolidation Loans Subject to the 1.05% fee; applicable rate: 0.000875

No. of Loans **1**
 End-of-Month Principal Balance **10,000.00**
 EOM Accrued Unpaid Interest Balance **20,000.00**

Consolidation Loans Subject to the 0.62% fee; applicable rate: 0.0005167

No. of Loans **1**
 End-of-Month Principal Balance **30,000.00**
 EOM Accrued Unpaid Interest Balance **40,000.00**

Total Consolidation Loan Rebate Fee 62.42

Transaction Date **09-AUG-2007** Settlement Date
 Payer Name **Test User**
 Payment Amount **62.42**
 Check Type **Business** Account Type **Checking**
 Routing Number **042000424**
 Account Number *******6789**
 Check Number
 Error Code
 Error Detail **Submit Payment**

Record: 1/1 | ... | <OSC>

Note the following:

- Payment Status will change to “In Transit”;
- Confirmation Number will be generated; please write this number down for future reference.
- Account Number will be partially masked, showing only the last 4 digits; and
- Submit button will be disabled.

Consolidation Loan Rebate Fee (CLRF) Remittance Query Procedures

Enter into Query mode through the following steps: ***View; Query by Example; Enter or press F11***

The Form will enter query mode:

Oracle Applications - Copy of Production to DEVCOM on 12-JUN-2007

File Edit View Folder Tools Window Help

Consolidation Loan Rebate Fee (CLRF) Remittance Fee Form

Lender Name Payment Status
Servicer Name Confirmation Number
Reporting Month MM/ YYYY

No. of Loans
End-of-Month Principal Balance
EOM Accrued Unpaid Interest Balance

No. of Loans
End-of-Month Principal Balance
EOM Accrued Unpaid Interest Balance
Total Consolidation Loan Rebate Fee

Transaction Date Settlement Date
Payer Name
Payment Amount
Check Type Account Type
Routing Number
Account Number
Check Number
Error Code
Error Detail

Enter a query, press Ctrl+F11 to execute, F4 to cancel.
Record: 1/1 | Enter-Qu... | List of Valu... | <OSC>

Enter a Confirmation Number and run query through the following steps: ***View; Query by Example; Run or press 'Ctrl' F11:***

Oracle Applications - Copy of Production to PAYGOV on 28-JUL-2007

File Edit View Folder Tools Window Help

Consolidation Loan Rebate Fee (CLRF) Remittance Fee Form

Lender Name Payment Status **Completed**

Servicer Name Confirmation Number **CLRF20070809061**

Reporting Month **07** MM/ **2007** YYYY

Consolidation Loans Subject to the 1.05% fee; applicable rate: 0.000875

No. of Loans

End-of-Month Principal Balance

EOM Accrued Unpaid Interest Balance

Consolidation Loans Subject to the 0.62% fee; applicable rate: 0.0005167

No. of Loans

End-of-Month Principal Balance

EOM Accrued Unpaid Interest Balance

Total Consolidation Loan Rebate Fee

Transaction Date **09.AUG.2007** Settlement Date

Payer Name **Test User**

Payment Amount

Check Type **Business** Account Type **Checking**

Routing Number

Account Number

Check Number

Error Code

Error Detail

FRM-41009: Function key not allowed. Press Ctrl+K for list of valid keys.

Record: 1/? ... <OSC>

Payment information and Payment Status will appear.